

Message Text

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ORIGIN SS-20

INFO OCT-01 NEA-10 ISO-00 SY-10 NSC-10 NSCE-00 USIE-00

SSO-00 OPR-02 A-01 OC-06 CCO-00 FBO-01 AGR-20 RSC-01

/082 R

DRAFTED BY S/S-S:SWWORREL:SLS:MJA

APPROVED BY S/S-S: MR. VIETS

S/S - MR. BARNES

A/SY - MR. DECOURCEY

D - MR. SAMUELS

DESIRED DISTRIBUTION

S/S, NEA

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O 021523Z DEC 73 ZFF6

FM SECSTATE WASHDC

TO AMCONSUL JERUSALEM NIACT IMMEDIATE

INFO AMEMBASSY TEL AVIV NIACT IMMEDIATE

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E.O. 11652: GDS

TAGS: OVIP (RUSH, KENNETH)

SUBJECT: DEPSEC VISIT - SUPPORT REQUIREMENTS

1. PERSONNEL: EXECUTIVE SECRETARIA (S/S) TEAM CONSISTING OF FSOS RICHARD N. VIETS AND STEPHEN W. WORREL AND SECRETARY DIANE SZWEDA WILL SUPPORT DEPUTY SECRETARY VISIT TO JERUSALEM AND TEL AVIV. TEAM WILL ARRIVE ABOARD SAM AIRCRAFT WITH REST OF PARTY. SY AGENTS, CHARLES STEPHAN AND C. DAVID TROTTER, WILL ALSO ACCOMPANY. ONE AGENT SHOULD ALWAYS BE IN RIGHT FRONT SEAT OF MR. RUSH'S CAR. EMBASSY FSO SHOULD BE ASSIGNED TO MEET S/S TEAM AT AIRPORT.

2. SCHEDULING: AS ARRANGEMENTS FOR THE VISIT TAKE SHAPE, POST SHOULD PREPARE A DETAILED SCHEDULE FOR THE DEPUTY SECRETARY'S ACTIVITIES. THE INITIAL VERSION OF THIS

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SCHEDULE SHOULD BE AVAILABLE AT PLANESIDE ON ARRIVAL.

A. THE POST SHOULD PREPARE GUEST LISTS FOR ALL SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S ARRIVAL, PLEASE HAVE THEM AVAILABLE AND SEATING ARRANGEMENTS FOR ALL MEALS EXCEPT PRIVATE ONES. IN ADDITION, YOU SHOULD COMPILE INFORMATION ON OTHER FOREIGN DIGNITARIES EXPECTED.

B. BEFORE END OF VISIT, POSTS SHOULD FURNISH S/S WITH DRAFT THANK-YOU NOTES FROM SECY OF AGR BUTZ AND DEPSEC TO APPROPRIATE ISRAELI OFFICIALS.

3. ADMINISTRATIVE ARRANGEMENTS:

A. AUTOMOBILE AND DRIVER SHOULD BE AVAILABLE FOR S/S USE ON 24-HOUR BASIS.

B. S/S OFFICE: S/S WILL NEED AN OFFICE IN THE CONSULATE AND IN EMBASSY. THE CHANCERY AND CONGEN OFFICES SHOULD BE GUARDED BY MSG'S. THEY SHOULD BE WELL LIGHTED AND INCLUDE:

- (1) AT LEAST THREE DESKS,
- (2) NORMAL OFFICE SUPPLIES AND FORMS,
- (3) BEST AVAILABLE COPIER (WITH BACKUP),
- (4) TWO ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE
ESSENTIAL, PREFERABLY IBM SELECTRIC, AND
- (5) TELEPHONES.

4. COMMUNICATIONS:

A. S/S WILL BE ON CALL AT ALL TIMES. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON ALL MESSAGES CONCERNING THE DEPSEC OR OTHER MEMBERS OF THE PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAM AT ALL TIMES.

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B. ALL TRAFFIC FROM DEPARTMENT FOR THE DEPUTY SECRETARY WILL BE SLUGGED TODEP. OUTGOING CABLES TO DEPARTMENT FROM THE DEPUTY SECRETARY WILL BE SLUGGED DEPTO. CABLES WILL BE SIGNED RUSH AND MUST BE CLEARED BY S/S-S. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TODEP/DEPTO TRAFFIC. INCOMING TODEP CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON

8/10-1/2 INCH PAPER.

C. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

- (1) TODEP/DEPTO-NODIS 3 AND EXDIS 3 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING;
- (2) TODEP/DEPTO-LIMDIS, ALL OTHER TODEP/DEPTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY 5 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC (INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (5 COPIES).

D. SPECIAL SUMMARIES

INSTRUCTIONS ON SPECIAL SUMMARIES FOR THE DEPUTY SECRETARY WILL BE SENT SEPTEL.

5. MISCELLANEOUS ARRANGEMENTS:

A. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN COPIES OF EACH SUBSTANTIVE ITEM SHOULD BE DELIVERED TO S/S AT PLANESIDE (INCLUDE IMPORTANT ITEMS DURING PAST 12 HOURS) AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL DEPARTURE.

B. COPIES OF "JERUSALEM POST" AND WIRELESS FILE SHOULD BE MADE AVAILABLE TO MEMBERS OF PARTY AT HOTEL MORNING OF DEPARTURE AND FIVE COPIES TO S/S.

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C. 6 COPIES OF EVERY LOCAL PRESS STORY AND PRESS PHOTO ON ANY MEMBER OF PARTY SHOULD BE POUCHED DEPT TO ATTN OF S/S-S AFTER DEPARTURE OF PARTY.

6. RE PARA 3(B) ABOVE, OFFICE IN CHANCERY OBVIOUSLY WILL BE NECESSARY ONLY IF PARTY SHOULD DECIDE SPEND ANY TIME IN TEL AVIV.

7. MANY THANKS FOR YOUR ASSISTANCE. WE LOOK FORWARD TO WORKING WITH YOU. RUSH

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